

2000

Southern Adventist University Student Handbook & Academic Planner 2000-2001

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Recommended Citation

Southern Adventist University, "Southern Adventist University Student Handbook & Academic Planner 2000-2001" (2000). *Student Handbooks, Undergraduate*. 26.

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Southern Adventist University

2000-2001 Student Handbook & Academic Planner

Information presented at time of printing is a statement of non-academic policies at Southern Adventist University. SAU reserves the right to change policy without prior notice. All students are expected to be aware of and abide by policies appearing in this handbook. The Student Services Office or a residence hall dean should be contacted if further information on a particular item is desired.

Academic Policies Policies are presented in detail in the *Catalog*. Students should study the *Catalog* to become familiar with their particular programs of study.

Alcohol and Other Drug Use It is the policy of SAU to maintain a safe and healthful environment for its students. A drug-free/alcohol-free lifestyle for students is intrinsic to this policy. Therefore, it is the policy that possession, use, manufacturing and/or distribution of alcohol and illicit drugs by a university student are strictly prohibited. If the vice president for student services and residence hall deans have reasonable suspicion or evidence, they may require a student to submit to chemical screening analysis. Therefore, by enrolling at SAU, all students agree to submit to drug testing. Furthermore, the university considers the serving of alcohol as inappropriate. Illicit drugs include such substances as opium derivatives, hallucinogens (marijuana, mescaline, peyote, LSD, psilocybin), cocaine, amphetamines, codeine, heroin, morphine, and other drugs prohibited by law. This definition does not include lawfully prescribed drugs which are being taken under a physician's care. Violation of this policy is grounds for disciplinary action—up to and including immediate dismissal for a student. All students are subject to applicable federal, state, and local laws related to this matter.

Assault Physical and/or verbal assault is not tolerated. Students involved in this type of behavior, including spouse or child abuse, will be subject to discipline, including dismissal.

Automobiles and Motorcycles All motor vehicles operated by students on SAU's campus must be registered with Campus Safety within 3 days of initial arrival on campus. Current proof of insurance and vehicle registration papers must be presented to register vehicles. At the time of vehicle registration, a hang tag and the *Vehicle & Traffic Regulations* booklet will be issued.

Benefit Programs Any organization desiring a benefit program must submit a proposal to the Administrative Council through the Student Services Office.

Books The Campus Shop sells textbooks for all classes offered by SAU. Students have three weeks after the first day of classes to return textbooks for credit. No credit will be given without a receipt and only partial credit for books written in or damaged. At the end of each semester students may sell their used textbooks at the Campus Shop to its designated used textbook buyer. ID cards are required when selling books as a part of the Campus Shop's system for locating books that have been reported lost or stolen. Anyone attempting to sell stolen books will be disciplined by the university administration.

Bulletin Boards Inappropriate bulletin board material may be removed by Student Services Office personnel.

Camping Students who wish to leave campus for weekend camping trips must submit their request through the regular weekend leave process. The following guidelines must be verified: specific identification of camping site; approved married couple to accompany mixed gender groups; separate sleeping arrangements for each gender. Campus organizations are expected to follow these guidelines on camping trips which they sponsor. Recreational vehicle use on campus is restricted to designated areas. Arrangements for required reservations and permits may be made by calling Thatcher South at 238.2910.

Campus Clubs Over 20 academic department and special-interest clubs are organized each school year. Each organization must file a statement of purpose and officers roster, including a faculty adviser, with the Student Services Office for approval and formal university recognition. Only approved organizations are to function on campus.

Campus Safety The Campus Safety office is on the ground floor of Lynn Wood Hall. The office may be contacted 24 hours daily by calling ext. 3390. Services provided by Campus Safety include: on-campus escorts after dark, assistance with vehicle jump starts and lockouts, taking reports and investigating suspected criminal activities, vehicle registration, fire alarm monitoring, card access door and building control, locksmith services, transportation to local airport, bus terminal, and to medical appointments (fees charged per transport).

CARE CARE is the acronym for Collegiate Adventists Reaching Everyone, which is the student organization for religious activities at SAU.

Classroom Conduct Teachers and the institution reserve the right to remove students from classes if their behavior threatens the purposes of the class by exceeding the bounds of normal academic freedom.

Contact Sports In order to protect the physical well-being of its students and the liability of the university, SAU prohibits participation in sports with excessive physical contact, including tackle football.

Convocation, Church, and Residence Hall Worship In order to provide for spiritual fellowship essential to a Christian campus, SAU has a regular program of student attendance at convocation, church service, Sabbath School, and residence hall worship. Convocations are held each Thursday at 11 a.m. During weeks of spiritual emphasis, convocations are held on Tuesday as well. Occasionally, convocations will be held in the evening or may begin at 10:30 a.m. on Thursday. Double credit is given for some special evening convocations. Convocations serve several purposes including spiritual nurture and cultural enrichment, as well as general information and community fellowship. Convocations are held in the Collegedale SDA Adventist Church or Iles Physical Education Center, depending on the nature of the program.

All students are expected to attend at least 14 convocations each semester. Students who fail to attend the required number of convocations will be assessed \$10 per convocation that they are short of the required number. Students who miss more than five convocations may be subject to cancellation of registration. Reinstatement will occur only after the above penalty plus a \$25 re-registration fee are paid and arrangements are made to prevent future deficiencies.

Church and Sabbath School are designed to be the apex of spiritual life at SAU and attendance is required of resident students each week. The Collegedale SDA Church is for SAU students. Students who do not attend Sabbath School and church services regularly may be subject to discipline.

Residence hall worships are also a part of the spiritual nurturing and fellowship program at SAU. Residence hall worships may be conducted by residence hall deans, invited guests, or by a pastor from an area church.

Counseling and Testing Services A formal program of counseling is offered through the Counseling Center. This program provides various aptitude and psychological tests as well as interest and personality inventories which are available for students who wish to gain insight into various problems which may be associated with their university experience and planning for life. University entrance examination results and other personal data which may assist in counseling and guidance are kept on file in the Counseling Center.

Crime On Campus SAU is required by the State of Tennessee to report all criminal activities occurring on campus to the Bureau of Investigation on a monthly basis. SAU works closely with local law enforcement departments to report and investigate such activities. Faculty, staff and students are responsible to report any known or suspected criminal activities to Campus Safety. Campus Safety will do the initial investigation, make appropriate reports, and notify the proper local law enforcement authorities as needed.

Crime on campus statistics for SAU are published and available to the public, upon request, at the Campus Safety office. Statistics are kept on the following criminal activities, in compliance with TBI and FBI requirements: murder, rape, robbery, aggravated assault, burglary, motor vehicle theft, liquor violations, drugs, weapons, arson, and larceny.

What should be reported to Campus Safety?

- Suspicious activities, persons, or vehicles
- Criminal activities
- Unauthorized person(s) in closed areas
- Fire, intrusion, mechanical or vehicle alarms
- Accidents involving vehicles, bicycles, pedestrians or personal injuries
- Open doors/windows to buildings and areas supposed to be locked
- Missing persons
- Illegally parked vehicles
- Fires on grounds or in buildings
- Violation of safety regulations
- Harassing phone calls

Curfew Residence halls are closed at 11 p.m. Sunday through Thursday, at 10 p.m. Friday, and at midnight on Saturday.

Disabilities Students with disabilities should contact the Center for Learning Success when they arrive on campus by calling extension 2574 or 2838 or by visiting the office. SAU is in compliance with Section 504 of the Rehabilitation Act and is dedicated to the elimination of architectural and prejudicial barriers which prevent any qualified person from attending. Furthermore, SAU has established the Center for Learning Success to assist in advocating for reasonable accommodations. However, the university does not assume responsibility for providing accommodations or special services to students who have not voluntarily and confidentially identified themselves as having a qualifying disability or to those who have not provided the Center for Learning Success with appropriate documentation of their disability.

Discipline All major disciplinary procedures are under the direction of the vice president for student services. Discipline for minor infractions may be administered by the residence hall deans. However, head deans, consulting with the opposite residence hall, have the authority to suspend students in the event that the vice president for student services is not available. A student who may be subject to discipline is counseled by the appropriate residence hall dean and/or vice president for student services regarding the student's rights, including voluntary withdrawal from school and possible disciplinary actions. The student meets with appropriate university officials which will always include the vice president for student services and usually a dean from each residence hall. A decision regarding the appropriate disciplinary action is made. The student accepts this decision or has the right to appeal to the Discipline Review Committee. The vice president for student services may have the student meet with the Discipline Review Committee before making his decision. A student facing discipline regarding matters that may involve charges by civil authorities may request permission to bring legal counsel to the Discipline Review Committee. This request must be in writing, at least one full day prior to the committee meeting. Such legal counsel is present only to guide the student and does not have the prerogative of addressing the committee directly.

Categories of discipline are: citizenship probation, suspension, on-campus suspension, withdrawal at the end of the semester, immediate withdrawal, expulsion.

Citizenship Probation carries some or all the following restrictions:

1. One approved weekend leave per month to home.
2. No use of an automobile, driving or riding, except as allowed in #4 below.
3. No late leaves.
4. Only one off-campus leave per week. No personal car use. Must obtain a ride for this leave via permission from a dean and return to campus by sundown.
5. A perfect record of presence for night checks and regular attendance at

- classes, convocations, worship, Sabbath School and church services.
6. Loss of all student leadership positions, including Student Association and religious activities.
 7. No participation in off-campus public appearances which represent the university except when involved in class activity.
 8. Other restrictions deemed appropriate.

If a student on citizenship probation fails to comply with these restrictions, he/she is subject to suspension.

Suspension requires a student to leave campus for a specified period or the complete term in which case he/she is dropped as a registered student. A student who has been suspended indefinitely must submit his request for university readmission to the vice president for student services.

On-campus suspension allows a student to remain on campus under restriction of citizenship probation and the student is specifically told in writing that any other violations of university regulations will result in immediate dismissal.

Withdrawal at end of semester or session allows completion of course work for that semester or session if the student's conduct is acceptable for the interim.

Immediate withdrawal students agree to move away from the university community; unwillingness to do so may result in formal dismissal.

Expulsion means that a student will not be eligible for readmission to Southern Adventist University.

A student who receives any discipline will receive a letter from the vice president for student services or a residence hall dean. This letter will be made part of the student's official record and will be used as reference in evaluating future behavior and may be used when making future recommendations. Copies will be sent to the student's parents and to the residence hall dean if a student is a residence hall student. Copies of disciplinary letters are not sent to parents of independent students.

A student who has been administered discipline by the deans of either residence hall may *appeal the decision* to the vice president for student services. The vice president's decision may be appealed to the Discipline Review Committee. The president is the final point in the appeal process.

Distribution of information Anyone who desires to distribute information via pamphlets or papers on the campus of SAU must receive permission from the Administrative Council through the Student Services Office.

Dress Code As part of its overall educational effort, SAU has established a specific dress code. Since the university is a Christian institution, cleanliness, modesty, and neatness are the prevailing principles in this code. SAU discourages attire which it considers excessive personal adornment. In addition SAU expects students to develop a sense of professional appropriateness, dignity, and respect regarding dress and grooming.

All students must dress modestly, and be neat and clean at all times and adhere to the following requirements:

1. Men: Pants with shirts and/or sweaters.
2. Women: Dresses, skirts, or pants with shirts, sweaters or jackets.
3. Hair clean and neatly styled. Radical styles must be avoided. Men: Hair should be off the shoulders, and beards and moustaches well groomed.
4. Shoes and shirts in all non-recreational public places.
5. Makeup and nail polish, if worn, must be natural looking and inconspicuous.
6. Neat, modest recreational clothing. Modest one-piece swimsuits.
7. Sabbath services (Friday night vespers, Sabbath School, and church services) and Sabbath noon meal: Men—suits, sport coats or sweaters and dress shirts and ties. Women—dresses, skirts or dress pants with blouses/sweaters.
8. Shorts are not to be worn in classroom buildings, convocation programs, in the church, or dining hall except noon meal on Sunday and evening meals—except when the evening meal occurs during Sabbath hours.
9. The following are specifically prohibited:
 - a. Sloppy clothing, tank tops, clothing that is torn or frayed, clothing with printing which contradicts university standards.
 - b. Tight fitting and revealing styles, sheer fabrics, revealing tops, bare midriffs or shoulders, miniskirts, skirts with deep slits.
 - c. Jewelry including bracelets, friendship bands, necklaces, chains, medallions, earrings, rings, (except wedding bands for married students). Medical alert chains and bracelets are allowed. Students who wear jewelry may be suspended and must pay a \$25 re-registration fee to be reinstated.

Guests at SAU are encouraged to adhere to the same standards as do the students and staff.

Evensong Each Sabbath a sundown worship service is held in the church, beginning about 20 minutes before sundown. Residence hall students are given worship credit for attending.

Financial Services The university maintains a Student Finance Office which advises students as to the availability of loans, grants, and scholarships both from private and government sources, as well as advising students about account payment matters. Most financial aid is awarded based on need; therefore, students are encouraged to fill out a financial aid package including the federal form (Free Application For Federal Student Aid) in order to qualify. After all financial aid information is complete and accurate, the university's Student Finance Office will process it and send the students an award letter telling them which financial aid they could receive. Once the aid is accepted and the students enroll at SAU, the financial aid, including any loans applied for from the Federal Family Educational Loan program, will be credited to the students' account. All students are required to make a \$2,500 advance payment at the beginning of the school year even though they may have been awarded financial aid. Students are encouraged to work with a Student Accounts counselor to develop a financial

budget to cover any remaining amount owed. SAU offers a cash discount for paying the yearly or semester's estimated expenses in advance. Students and parents who do not prepay will be billed monthly. Bills must be paid by the due date in order to continue enrollment at SAU and in order to continue receiving government or university financial assistance. Students or parents should contact the Student Finance Office whenever their financial situation changes.

Firearms, Fireworks, BB, Pellet, Paint Guns Items of explosive nature, firearms, or pellet guns are not allowed on campus. Possession of exploding fireworks or combustible chemicals in the residence halls or on the campus is expressly prohibited. Violators of this regulation will be fined up to \$100 and will be subject to suspension or dismissal.

Fire Drill Each building is required to hold periodic fire drills; when an alarm sounds, occupants are to follow announced procedure promptly.

Fire Equipment Tampering with fire extinguishers, fire alarms, smoke detectors, door closing devices, or other fire protection equipment will subject a student to a \$100 fine and/or other discipline.

Fire Hazards Use of candles, incense, open-flame lamps, or any other item that could cause a fire or smoke-related incident will result in a fine of up to \$100.

Food Service Three nutritious meals are served daily in the dining hall, on the third floor of Wright Hall. Students may use their ID cards to charge meals on their monthly statements. A \$2 surcharge is added to each meal charged without an ID card. Cash is also accepted in payment. Students who throw food in the dining hall are subject to a \$100 fine.

The Campus Kitchen in Fleming Plaza is a fast food restaurant, operated by the Food Services Department, which serves meals 7:30 a.m. to 2:30 p.m.

K. R.'s Place is located in the Student Center. This is a fast food place that is open from 1-4 and 6-8 p.m.

In addition, the Food Service staff will provide special luncheons and banquets for groups who make requests to the director of food service two weeks in advance.

The Food Service and Campus Kitchen are normally closed on Thanksgiving Day, Christmas Day, New Year's Day, and the Sabbath after Christmas. Students residing on campus must make their own arrangements for meals on these days by eating at other establishments or by carrying out food the days previous to those holidays.

Hazing and other irregular activities A student who plans or engages in hazing or commits any act that could injure, degrade or disgrace a fellow student will be subject to discipline, including dismissal.

Health Services Care may be obtained at the Student Health Service by all permanent residence hall residents and all village students taking six or

more hours during the school year or three or more during the summer. The Student Health Service is administered by a family nurse practitioner in cooperation with a physician. It is located on the ground floor on the east end of the Conference Center. Clinic hours are 8-12 and 1-5 Monday through Thursday, and 8-12 Friday. A nurse is also on duty after office hours, except during vacations and summer, and may be reached for emergencies by calling 238.2713. A three-room infirmary is maintained for overnight confinement if necessary.

SAU requires that students be covered by health insurance. Students who are already covered with a similar insurance plan may during registration request to be excluded from the school insurance policy. Such students will need to supply, at that time, written evidence from their parent's employer or local insurance agent which contains the company name and policy number under which they are covered; otherwise, coverage must be purchased through the university health insurance plan.

HIV The university is committed to acting with Christian compassion toward all people with HIV. SAU is also committed to protecting the members of its community from exposure to HIV. It is the university position that abstaining from sexual relations outside of marriage and from intravenous drug use is the most effective way to avoid exposure to HIV. A detailed procedure to accomplish these goals has been officially established and is on file in the office of the vice president for student services.

Horses Due to the damage it causes to the landscape, horseback riding is not allowed on campus.

Housing and Residence Requirements The total social and educational program at SAU is based on the premise that this is a residential university, not a commuter school. Single students enrolled for more than three semester hours, who are under the age of 23 and who do not live with their parents or legal guardians, must live in the residence halls. Exceptions are made for students who have completed a bachelor's degree or four years of college. In order to live elsewhere a student must present a written request to the vice president for student services who will consult with the Student Services Committee. Such a request must include parental approval, specifics regarding residence requested, and the reasons an exception to the policy is being requested. Generally only those requests which demonstrate definite financial need which off-campus living will correct, or which verify other extenuating circumstances will be approved. Requests will not be considered if a student is on citizenship probation. Students who do not abide by the established residence requirements will have their registration canceled. When a student has been given special permission to live off campus, no change in residence may be made without the permission of the vice president for student services.

A student who lives in the residence hall must be registered in classes. Anyone who drops classes will need to make living arrangements outside of

the residence hall. Any exception to this policy must be cleared through the residence hall dean, the vice president for student services, and the Student Finance Office.

Married student housing is available through the office of the vice president for finance. Only currently enrolled students may live in student housing.

Interscholastic Sports SAU does not sponsor or participate in athletic competition with other educational institutions.

Lost and Found All articles found on campus should be taken to Lost and Found, located at the Service Department, 5071-B Industrial Drive. Valuables are kept there to be claimed by those who have lost them. Articles not claimed within one year from the time they were turned in will be donated to the Samaritan Center.

Marriage Except by special permission of the vice president for student services, student marriages are not permitted while a school term is in progress.

Motion Pictures/Video SAU encourages students to choose their entertainment with discretion and to choose content that is spiritually and morally uplifting. The university does not condone attendance at motion picture theaters. All feature-length motion pictures and videos must be approved in advance for showing on campus or any school-related function by the Film Preview Committee. Current copyright laws prohibit universities and sub-organizations from showing video tapes that are intended for home use only. Requests for the showing of films should be directed to the vice president for student services.

Music Standards Music performed or reproduced anywhere on campus is expected to be in harmony with standards of good taste applicable to the occasion and in keeping with the ideals of spiritual commitment and personal relationship with God to which the university is dedicated. To assist with the responsibility, a screening committee is appointed by the university president each year to screen all student programs before they are presented. Student groups should contact the chairman of the screening committee in ample time before their scheduled performance so that the committee can be called for the screening. Failure to have a program properly screened may cause cancellation of the program.

Nondiscrimination The university does not discriminate on the basis of race, color, gender, ethnic or national origin, disability, or age in compliance with all applicable federal and state regulations.

PAW Partners At Wellness is the student wellness program directed by a student. It is under the responsibility of the Health Service.

Personal Identification Students are to present proper identification when requested to do so by administrators, faculty, staff, dining hall, library, residence hall, and security personnel.

Pets Pets are not allowed in the residence halls. There is a \$50 fine for students having pets in their rooms, excluding fish.

Protection of Personal Property Unoccupied student rooms, as well as automobiles, bicycles, and motorcycles parked in campus parking areas, should be kept locked at all times. The university cannot accept responsibility for stolen items/money, or damage to personal property.

Public Display of Affection Students are expected to conduct themselves with discretion and in a manner which will not embarrass other people.

Qualifications for Student Office Qualifications for holding office in non-academic organizations which perform publicly on or off campus or in student organizations, including all publication staffs and committees are:

1. A record of good citizenship
2. A minimum cumulative grade point average of 2.00
3. Student Association membership

To run for or hold any elected office in a student organization a student must have:

1. A record of good citizenship.
2. A cumulative grade point average of 2.25 or a 2.50 grade point average for the previous semester with a minimum cumulative average of 2.00. Secondary school grade point averages will be calculated on major subjects only.

Questionnaires All questionnaires for any survey on campus must be approved by Human Participants in Research Subcommittee. Class-project questionnaires are to be recommended by the instructor and submitted to the vice president for student services for approval forwarding on to the Human Participants in Research Subcommittee.

Roofs Any individual who is on the roof of a university building without authorization will be fined \$100.

Room Reservations After a student has been accepted by SAU and the \$150 fee has been paid as a housing deposit a confirmed room reservation can be made. Tentative reservations made before July 1 without a deposit will be held beyond that date only if the deposit has been received. This deposit is held in reserve until the student graduates and/or permanently moves out of the residence hall. Refunds are not made until after 30 days of residency and all residence hall obligations have been satisfactorily cared for such as the room left clean and undamaged. Students 24 or older will be allowed to reserve rooms only if space is available.

Sabbath Observance The Sabbath is God's time for people to meet with Him in an atmosphere free from non-spiritual distractions. To facilitate this the university gives primary attention to worship, rest, and Christian fellowship and service from Friday sundown until Saturday sundown. During these hours students are expected to refrain from secular activities including secular

entertainment, secular music, shopping, sports, school studies, work, and other similar activities.

Selling Soliciting or selling goods or services in the residence halls must be approved by the head dean. Sales people or peddlers are not allowed to function on SAU's campus, including the Student Center.

Sexual Harassment SAU students will not engage in or tolerate sexual harassment as defined by the United States Equal Employment Opportunity Commission thus: "Unwelcome sexual advances, requests for sexual favor, and other verbal or physical conduct of a sexual nature." Any sexual behavior which creates an intimidating, hostile, or offensive working or school environment is a violation of our Christian standards as well as applicable state and Federal regulations and should be reported to the appropriate supervisor or the university president. A student guilty of such activity will be subject to suspension.

Skateboards Skateboards, in-line skates, and roller skates on campus must be used with personal safety precautions and with responsibility for the safety of others. NO skating is allowed in buildings and in the following areas: Fleming Plaza, tennis courts, walking/running tracks, Industrial Drive, all parking lots, all public streets, all private streets, and Collegedale Academy. It is permitted in the following areas: Promenade, church parking lot, sidewalks on campus, Pathfinder Building driveway. All such activity is at the sole risk of the one boarding, skating, or roller blading. Safety equipment is mandatory—helmets, knee pads, elbow pads, wrist splints. Those not wearing proper safety equipment will be asked to desist the activity. Activities prohibited: "waxing" curbs and handrails; rail sliding; jumping from any docks. Individuals are not to be towed behind any vehicles whatsoever. SAU assumes no responsibility for any injuries in this activity. Violators will be asked to (1) Identify themselves (2) Stop and go to approved location (3) Vacate SAU's property and if violators refuse to leave and/or desist, Campus Safety will take proper steps to secure compliance (4) Collegedale Police Department will be called to secure compliance with the law by appropriate legal means (5) Remove "wax" from SAU's property.

Standards of Behavior Students are expected to establish a Christian lifestyle which fosters maximum spiritual, mental, physical, and social growth. Such a lifestyle will include engaging in prayer, Bible study, and Christian-service activities; practicing good study habits; selecting a balanced and nutritious diet and scheduling adequate periods of rest; participating in wholesome recreational and leisure-time activities; and relating responsibly and respectfully to other persons. Behaviors which do not promote such a lifestyle and are expressly forbidden include the use of alcoholic beverages, tobacco and illicit drugs; gambling; dancing; improper sexual behavior, including homosexual behavior; and attendance at entertainments which are spiritually or morally destructive. Students who engage in such behavior will be subject to discipline.

Stealing Protection against stealing is a serious challenge for an institution in which hundreds of people reside close to each other in a relatively open manner. Students should always take precautions to protect their personal belongings. Since thieves conduct their activities surreptitiously, the act of individuals taking without permission any item which they do not own will be regarded as stealing. Students who are involved in theft will be subject to suspension or dismissal.

Student Association The Student Association is an organization for the total student body and provides opportunity for leadership training. Student Association officers are responsible for planning specific student activities on the university campus and for acting as a voice for the student body. The officers are elected and appointed each spring to serve for the following school year. Publications of the Student Association, which are published under the authority of the Student Media Board, include the *Joker*, a pictorial directory of students and staff; *Numerique*, a listing of student phone numbers; *SAU Accent*, the campus newspaper; *Campus Chatter*, a weekly news/announcement sheet; and *SAU Memories*, the university yearbook. The role of the Student Media Board is detailed in the Student Media Policy which is on file in the Student Services Office. Students enrolled for a minimum of eight semester hours are members of the Student Association and are eligible to receive the various services provided by the Student Association.

Student Center Lounges, a snack shop, a game room, and a prayer room are available for student use on the third floor of the Student Center building. Student Association offices, the CARE and Chaplain's offices, the Counseling Center, and the Student Services office are located there. The dining hall is one floor below the Student Center.

Student Employment Students at SAU are encouraged to obtain part-time employment in the university's industries, services, or academic departments in order to help pay for their school expenses. Students accepting employment with the university are expected to be punctual to work appointments and to maintain their work schedule during the entire semester, including examination week. To be absent from work appointments without cause or previous arrangement or without notification in the case of illness is sufficient reason for discharge. Students may apply as volunteers for the fire department, ambulance service, or the police reserves if they maintain a cumulative grade point average of at least 2.00.

Student Records Southern Adventist University is committed to meeting all FERPA requirements. Students have the right to inspect and review official records, files and data directly related to them kept by any unit of the university. This request should be made in writing to the administrator responsible for the record. Requests are to be processed within five days from the date the request has been filed. The Act stipulates a reasonable fee may be charged if copies of the material in the file are desired.

Suicide Any student who attempts suicide or displays behavior which could lead to such an act will be placed on an open-ended medical leave of absence. Readmission will occur only after a therapy program is documented and appropriate releases are signed.

Telephones Each residence hall room is equipped with a triple-jack for connection to telephones. Pre-paid calling cards are available for purchase at the ID card desk.

Television and Stereo Sets Television sets are not allowed in residence hall rooms. Radio and stereo equipment is allowed, however, volume must be adjusted so the equipment is not heard beyond the room where it is placed. Televisions will be confiscated and a fine imposed. Stereo equipment will also be confiscated if not used according to above guidelines. The residence hall deans are not responsible for the safety of any equipment confiscated during the school year.

A television viewing room is available in each residence hall. Programming on the sets in these rooms is under the direction of the residence hall deans. There are also three television sets located in the Student Center. The television set located in the amphitheater is restricted to Cable News Network. There is also one in the Grundset Room and one in the game room for sports broadcasting.

Tobacco Although tobacco is not an illicit drug, nicotine has addictive properties and is responsible for a variety of health-related problems. It is the policy of Southern Adventist University to remain a safe and healthful environment. Possession, use, or distribution of tobacco products by SAU students is strictly prohibited. Violation is grounds for disciplinary action up to and including dismissal.

Vehicle Sales No personal or non-university owned vehicles are permitted to be left on campus for the purpose of advertising for sale.

World Missions Information on Student Missionary or Taskforce opportunities is available in the Chaplain's Office.



A COMPASS FOR CAMPUS™

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